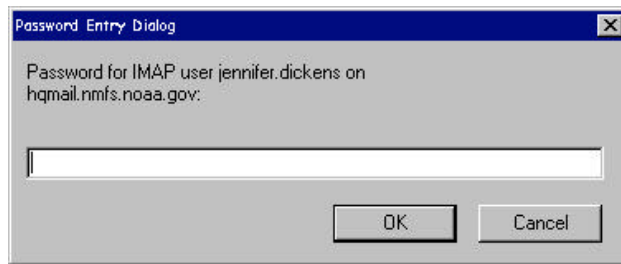


Netscape Messenger

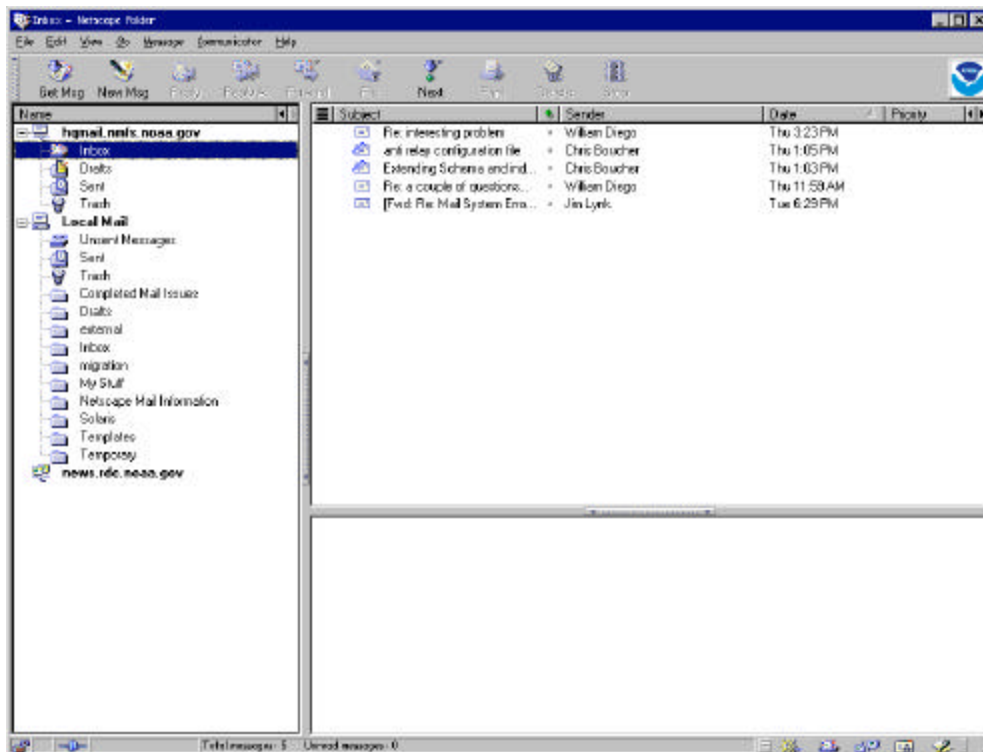
Starting Messenger

To start Netscape Messenger, select Messenger from Communicator menu. A login dialog will appear. Enter your password and press OK.



The Message List Window

You work with messages in a message list window. You can retrieve messages, read messages, reply to or forward messages in the message list window.



Retrieving new messages

Click on Get Msg in the toolbar.

Reading a message

1. To read the contents of a message, click on a message header in the message list to display the contents in the message area. Or, double click the message header to display the message in another window.
2. To read the next unread message, click Next in the toolbar.

Viewing an attachment

1. Double click the attachment icon(s) shown at the bottom of the body of the message.

Saving a message attachment

You can save an attachment to your hard disk if you want to work with it as a separate file or view it later using another application.

1. Open the message containing the attachment you want to save.
2. Right click on the name of the attachment and select Save Link As.
3. Type a name for the file. Click save.

Replying to a message

1. Select or open the message that you want to reply to.
2. Click Reply if you want to reply to only the person who sent the message. Choose reply to All if you want to reply to the person who sent the message and also send a carbon copy of your reply to everyone else that received the original message.
3. Type your reply in the message composition area. Click send when finished.

Forwarding a message

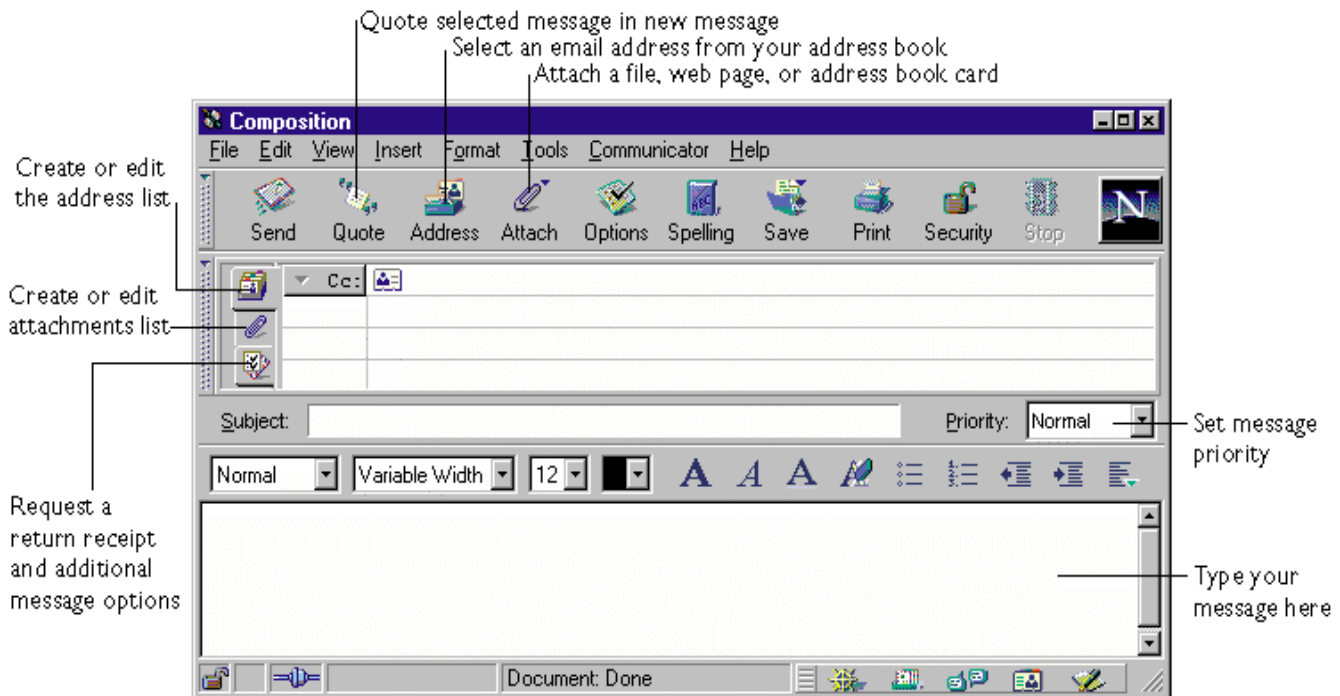
1. Select or open the message you want to forward.
2. Click Forward.
3. Type the address of the person or mailing list you want to send the message to, or click Address in the toolbar.
4. Click in the message area and type any remarks you want to include with the forwarded message.
5. Click send when finished.

Deleting a message

1. Select the message you want to delete.
2. Click Delete in Messenger's toolbar. The message will be moved to the trash folder.
3. To permanently delete the message, select Empty Trash from the File menu.

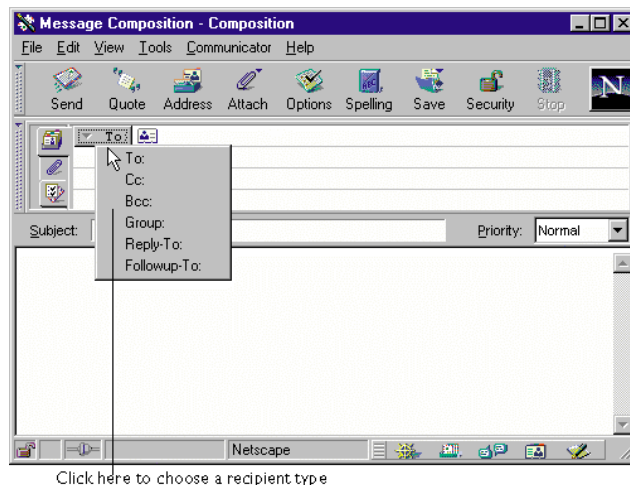
The Message Composition Window

When you create a new message or when you reply to or forward an existing message, Messenger displays a message composition window so you can type the text of your message.



Composing a message

1. Click New Msg in Messenger's toolbar.
2. Type the address of the first recipient and press Enter. Continue entering message recipients. After the last recipient, Press Tab.
3. For each recipient, choose an addressing option.



4. Type the subject of the message. Press Tab.
5. Type the text of the message.

Addressing a Message

You enter addresses by typing them in the address area of the message composition window or by choosing them from your Address book. An address can be an email address, a nickname from your Address book or a mailing list name. If you don't know a recipient's address, you can search for it in your address books or directory.

To search for names and addresses in a personal address book:

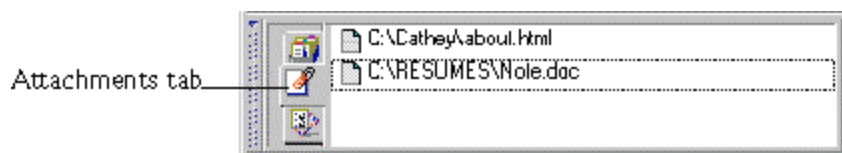
1. In the Message Composition window, click the Address Book button.
2. In the Address Book window, select your personal address book listed in the Directory column.
3. Start typing the name of the person you're looking for. If there is a match, the person's name is selected in the right column.
4. Select the name and click the Properties button to display the card for the person. Double click or click the To button to add the name to your recipient list.

To search for names and addresses using the Directory:

1. In the Message Composition window, click the Address Book button.
2. Select the NOAA directory listed in the Directory column.
3. Click Search for.
4. Fill in one or more fields in the Basic search dialog box and click Search.

Attaching a file to a message

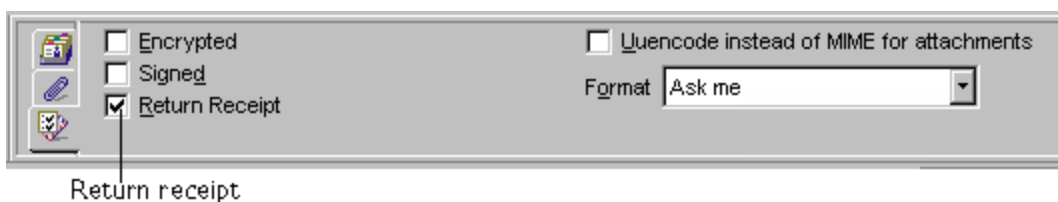
1. Click New Msg.
2. Hold down the Attach button and choose File.
3. Choose the file you want to include in the message.
4. Click Open (Mac OS:Attach)
5. To see the list the attached files, click the Attachments tab.



Return receipts

1. Click the Options button in the message composition window toolbar or select the Options tab.
2. Click Return Receipt.

Note: Do not request a return receipt if you're sending a message to a mailing list.



Spell Checking

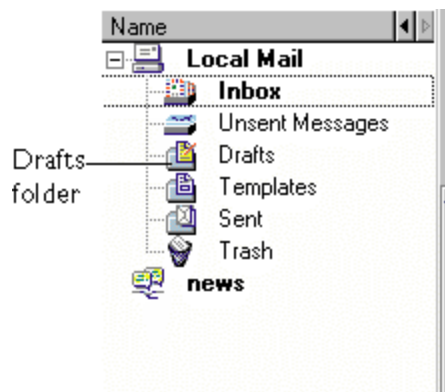
1. Click Spelling in the message composition window.
2. For each word that Messenger displays in the spelling dialog box, choose whether to correct the word, ignore it or add it to the dictionary.
3. Click Stop when done.

Saving a message draft

1. Hold down the Save button and choose As Draft.

To work on the message later:

1. From the message list window, choose the Drafts folder from the list of folders.
2. Double click the message header to open the message and finish working on it.



Creating a message folder

1. From the message list window choose the File menu and then choose New Folder.
2. Type a name for the new folder.
3. Choose create as a Subfolder of Local Mail or any other folder listed below Local Mail.

Moving messages between folders

1. From the message list, select the message you want to move. Use Shift or Ctrl to select multiple messages.
2. Click the File button.
3. Choose the name of the folder you want to move the message to.

Searching folders for a message

1. From the Edit menu, choose Search Messages.
2. Choose the folder you want to search.
3. Fill in your search criteria. Click Search.

Address Books

Adding names to your personal address book

1. From the Communicator menu, select Address Book.
2. Click New Card.
3. Type the person's first name, last name and email address.
4. Type a nickname for the person (optional).
5. Click OK.
6. To later edit any information in a person's address card, double-click the person's entry in the address book.

Adding senders to your address book

You can quickly add the names of people who have sent you mail to your address book without having to type their names in the address book.

1. In your Inbox, read a message that's from someone whose name you want to add to your address book.
2. If the message includes an address book card, click Add to Address Book to add the sender to your address book.
3. If the message does not include an address book card, from the Message menu, choose Add Sender to Address Book.
4. Enter any optional information and click OK.

Creating a mailing list

1. From the Communicator menu select Address Book.
2. Click New List.
3. Enter the following information in the Mailing List dialog box:
List name
List nickname
Description
4. Drag entries from the Address Book window into the list, or type in addresses. Click OK.

To remove a member from the list:

Select the member's entry and click Remove.

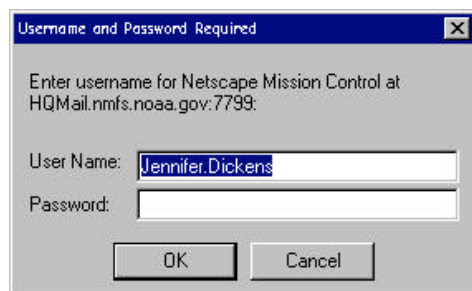
Creating your address book card

You can create a personal address book card (also called a vCard) and have Messenger automatically attach it to all outgoing messages. Your address book card provides information on how to contact you.

1. From Messenger's Edit menu, choose Preferences. Select Mail & Newsgroups.
2. Click Identity.
3. Click Edit Card.
4. Type the requested information under the Name and Contacts tabs and click OK.
5. Click "Attach my personal card to the messages (as a vCard)". Click OK.

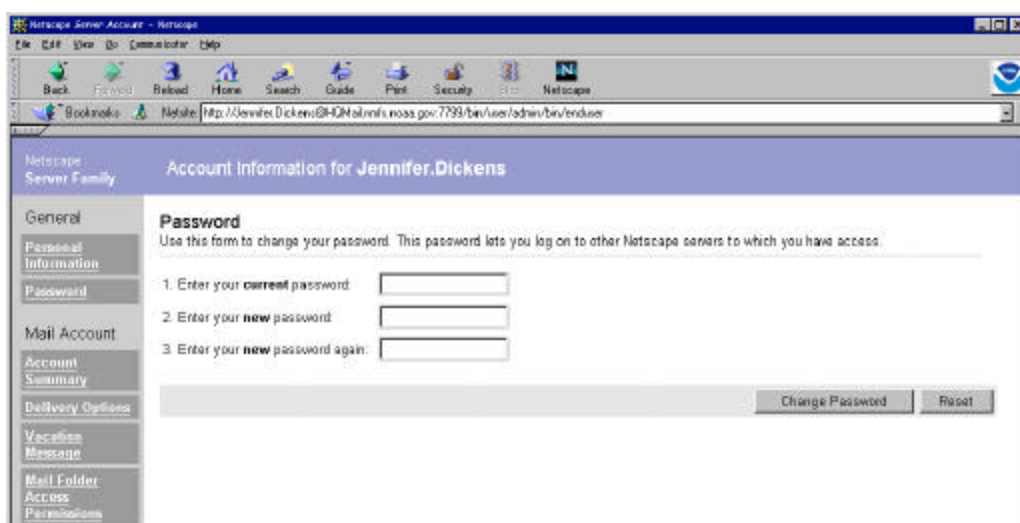
Changing your password

1. From the Communicator menu, select Server Tools then select Mail Account.
2. Enter your Messenger password into the dialog box.



A dialog box titled "Username and Password Required" with a close button (X) in the top right corner. The text inside says "Enter username for Netscape Mission Control at HQMail.nmfs.noaa.gov:7799:". Below this, there are two input fields. The first is labeled "User Name:" and contains the text "Jennifer.Dickens". The second is labeled "Password:" and is empty. At the bottom, there are two buttons: "OK" and "Cancel".

3. Select Password.
4. Enter your current password followed by your new password.



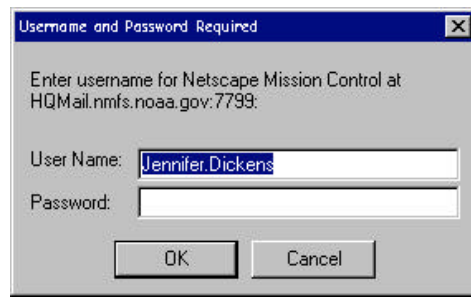
A screenshot of a Netscape browser window showing the "Netscape Server Account" page for "Jennifer.Dickens". The page has a sidebar on the left with links: "General", "Personal Information", "Password", "Mail Account", "Account Summary", "Delivery Options", "Vacation Message", "Mail Folder Access", and "Permissions". The "Password" section is selected and highlighted. The main content area is titled "Password" and contains the text "Use this form to change your password. This password lets you log on to other Netscape servers to which you have access." Below this text are three input fields with labels: "1. Enter your current password:", "2. Enter your new password:", and "3. Enter your new password again:". At the bottom right of the form are two buttons: "Change Password" and "Reset".

5. Click on the Change Password button.

Setting a vacation message

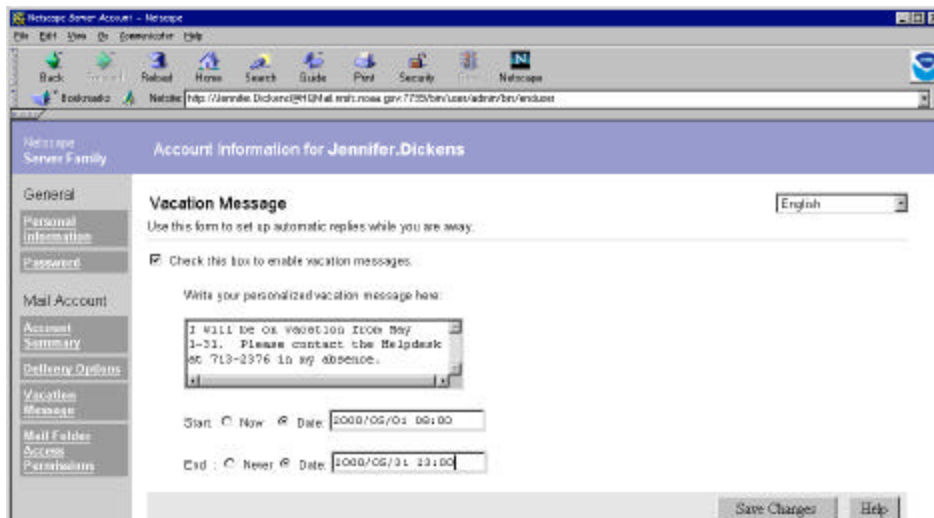
If you will be away from your office and unable to respond to your mail until you return, you can have Messenger automatically send a vacation notification message to anyone who sends you mail while you're away.

1. From the Communicator menu, select Server Tools then select Mail Account.
2. Enter your Messenger password into the dialog box.



A small dialog box titled "Username and Password Required" with a close button (X) in the top right corner. The text inside says "Enter username for Netscape Mission Control at HQMail.nmfs.noaa.gov:7799:". Below this, there are two input fields. The first is labeled "User Name:" and contains the text "Jennifer.Dickens". The second is labeled "Password:" and is empty. At the bottom, there are two buttons: "OK" and "Cancel".

3. Select Vacation Message.
4. Click the check box to enable your vacation message.
5. Enter a vacation message in the dialog box.
6. Select the start date and end date for your vacation message in the form of yyyy/mm/dd 00:00
7. Click Save Changes.



A screenshot of the Netscape Mail Account settings window. The title bar says "Netscape Mail Account - Netscape". The address bar shows "http://Jennifer.Dickens@HQMail.nmfs.noaa.gov:7799/sets/admin/box/vacation". The left sidebar has a "Vacation Message" option selected. The main area is titled "Vacation Message" and contains the following text: "Use this form to set up automatic replies while you are away." Below this is a checkbox labeled "Check this box to enable vacation messages." which is checked. Underneath is a text area labeled "Write your personalized vacation message here:" containing the text "I will be on vacation from May 1-31. Please contact the Helpdesk at 713-2376 in my absence." Below the text area are two date pickers. The first is labeled "Start" and has a date of "2000/05/01 00:00". The second is labeled "End" and has a date of "2000/05/31 23:00". At the bottom right, there are two buttons: "Save Changes" and "Help".